

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, December 15, 2003

Please note: Minutes are unofficial until approved by the Parks, Recreation and Forestry Commission at their next regularly scheduled meeting.

The regular meeting of the Parks, Recreation and Forestry Commission was called to order by Chairman Bill Christel at 7:00 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Chuck Bedwell, Nancy Duff, Paul Gihring, James Gradel (left at 9:05 PM), Rick Kocchi (arrived 7:05 PM), Michael McAdams, Vern Radtke and Council Representative Paul Gallagher.

Also Present: Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

MINUTES:

Motion by Commissioner Duff to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 17, 2003. Seconded by Commissioner McAdams and carried unanimously with Commissioner Gradel voting present.

CORRESPONDENCE:

Mrs. Natalie Fuerst of 13585 W. Crawford Drive, requested of the Commission to make an exception to the department refund policy, and issue her a refund of \$40 for two CPR classes after the refund request date has expired. Cheryl Bowers reported that to be consistent with previous requests for an exception, the department denied her request for a refund. Mrs. Fuerst wanted to take her request to a higher authority, so it was suggested she send her request to the Parks, Recreation and Forestry Commission. Motion by Commissioner Gallagher to make an exception to the refund policy and to approve the \$40.00 refund of the CPR classes to Mrs. Fuerst. Seconded by Commissioner Gradel. Motion fails with Commissioners Gallagher and Gradel voting yes and Commissions Bedwell, Duff, Gihring, Kocchi, McAdams, and Radtke voting no.

The Commission discussed the possibility of issuing a credit to be used toward future Parks, Recreation and Forestry programs. Cheryl Bowers stated the department does not have the technology to track credits and for clean record keeping, issues all refunds in lieu of credits. Motion by Commissioner Gradel to make an exception to the refund policy and to issue a credit of \$40.00 to Mrs. Fuerst in lieu of a refund. Seconded by Commission Gihring. Motion fails with Commissioners Gallagher, Bedwell, and Gradel voting yes and Commissions Duff, Gihring, Kocchi, McAdams, and Radtke voting no.

The Commission requested Cheryl Bowers to send Mrs. Fuerst a letter stressing the difficulty the Commission had in making this decision. The Commission wants everyone to be happy with the departments programs however, everyone needs to be treated consistently.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the November 2003 Expenditure Detail in the amount of \$29,235.86. They also reviewed the copies of the November Revenues and Expenditures. After a brief discussion, motion by Commissioner Kocchi to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on ProHealth Care Park - The contractor has installed the concrete handicap ramp to access the park from Field Pointe Drive, along with completing the concrete curbing for the parking area. Bonestroo and staff met with the Engineering Department to discuss the redesign and construction of the acceleration/deceleration lanes along Sunny Slope Road at the parking lot entrance to meet City standards. The turn lane redesign submitted by Bonestroo was approved by Engineering and includes removal of two existing culverts, installation of approximately 100' of concrete culvert pipe, excavation and backfill, stone base for the turn lanes to prepare for paving and site restoration. Capitol Pavers submitted a change order for \$10,300 for this work, which was reviewed by Bonestroo and city engineering and approved. In an effort to offset these costs to the Phase I park project budget, staff is working with the contractor to delete a portion (\$4 - \$6,000) of the site landscaping from the Phase I contract. City park crews could install any landscaping deleted from the contract in the future. In addition, Phase I plans did not include asphalt for the turn lanes, only stone. The plan was to pave these areas in a future phase when the parking lot and trails were paved. However, per city standards and for safety reasons, the lanes must be paved at this time. City Engineering staff received a cost proposal from Payne & Dolan for \$12,350 for this work. The city engineering department will be paying for this work out of available roadway maintenance funds. In addition, engineering has agreed to direct purchase and pay for the approximately \$2,000 cost for the concrete pipe. Bonestroo will be providing the costs for engineering services to redesign and provide construction-staking services for the turn lanes that will be presented at a future meeting.

Update on Weston's Antique Apple Orchard - Our next meeting has been scheduled for Thursday, January 8th. Once the form and content of the agreement meets the approval of both legal counsel and the subcommittee, the agreements and supporting information will then be presented to the Parks, Recreation & Forestry Commission.

Update on 2004 Parks, Recreation & Forestry Department Budget - The Public Hearing for the 2004 Budget was held on November 18th with the Common Council adopting the budget on November 25th. Mark Schroeder thanked his staff for all their help in putting the budget together and meeting the Council goals.

Update on New Berlin Hills Stream bank Stabilization Project - A pre-construction meeting was held on November 17th. The project has been held up slightly due to weather and permit related delays. To date the contractor has installed the silt fence on the course, and also the tracking pad at the project entrance off 124th Street.

Update on 2004 Greens Fees for New Berlin Hills - At the December 9th meeting of the Common Council the 2004 Greens Fees were approved as submitted by the Parks, Recreation & Forestry Commission and Golf Course Committee.

Update on City of New Berlin Park & Open Space Plan – The Commission was presented with the final published version of the updated park plan.

DIRECTOR'S REPORT:

Wildwood Preserve Subdivision – Review & Recommendation on Land Dedication – Mark Schroeder reported that on December 8th, the developer appeared before the Plan Commission for general review and concept approval of this 46-lot conservation subdivision layout. This is the 1st step in the development process. The next step is rezoning which is a recommendation from the Plan Commission with final approval by Council. A public hearing is required. This conservation development site consists of multiple parcels in Sections 28 and 33 totaling 173.69 acres consisting of the current Trees on the Move parcel west of Calhoun Park. The Park, Recreation & Forestry Commission needs to consider whether the environmental corridor along Calhoun Creek north of I-43 should be under City or Private ownership. The park plan calls for portions of this site within the secondary environmental corridor to be placed under city ownership.

The Parks, Recreation and Forestry Commission recommends that all woodland areas designated as "Environmental Corridor" by the Parks and Open Space Master Plan should, at a minimum be deed restricted to preserve trees. The Parks, Recreation and Forestry Commission also recommends a public use recreational trail be required to be dedicated and constructed from Beres Road to Calhoun Road.

The Commission needs an interpretation of the new type of conservation subdivision development. It is unclear if the acquisition of the land in the environmental corridor for the purpose of public use recreational trail is in lieu of fees and/or land dedication for the parkland. The Commission suggested that a trail from Jacqueline Drive be constructed to connect the subdivision to the future public use recreational trail to allow children to be able to get to Calhoun Park without going on busy Beres Road.

Poplar Creek Subdivision – Review and recommendation on Land Dedication – Mark Schroeder reported that on December 9th, the Common Council approved the Plan Commission recommendation to rezone the property to allow for conservation subdivision development. The next step for the developer is to prepare the preliminary subdivision plat, which is the formal process of laying out the lots, and completing the preliminary engineering design for city approval. The development site consists of 109.5 acres in Sections 9 and 16 west of Calhoun Road and south of Cleveland Avenue. Both primary and secondary environmental corridors are located within the development parcel. The Parks, Recreation and Forestry Commission needs to consider whether these environmental lands should be under City or Private ownership. The park plan calls for all primary environmental corridor lands to be under city ownership.

The Commission would like to see the environmental corridors city owned or protected by zoning. There is no recreational trail indicated in the Park and Open Space Plan that goes through this environmental corridor. Commissioner Kocchi reported that a trail exists from Poplar Creek School and extends into the environmental corridor, but not as far as Calhoun Road. The Commission suggested that this trail be protected permanently for public use for educational purposes.

Motion was made by Commissioner Kocchi to recommend to the Planning Department to require the developer to preserve the northern most primary environmental corridor in the Poplar Creek Development, for public access. Seconded by Commissioner Duff and carried unanimously.

Motion by Commissioner Gihring to recommend to the Planning Department to utilize deed restrictions to preserve the secondary environmental corridor previously known as the C2 located in the southwest corner of the Poplar Creek development. Seconded by Commissioner Duff and carried unanimously.

Motion by Commissioner Gallagher to recommend to the Planning Department to preserve the area currently known as the Poplar Creek Trail through land dedication in lieu of park fees. Seconded by Commissioner Kocchi and carried unanimously.

Rogers Glen Subdivision – Review and recommendation on Land Dedication – Mark Schroeder reported that the preliminary plat for this subdivision was approved by a Waukesha County Court decision. The developer is currently creating construction plans for the roads and storm water facilities. Following city review and approval of construction plans and Developer's Agreement, construction of site improvements can begin. Following Final Plat Approval, lots can begin to be sold which is anticipated to start in 2004. This 60-lot conservation subdivision is located west of Racine Avenue in Sections 29 and 30, and includes a small area in the northwest corner of the development located within the Mill Creek Primary Environmental corridor. In checking with SEWRPC, the Waukesha County Park and Open Space Plan calls for the county to acquire the primary environmental corridor along Mill Creek and develop a trail within the corridor. In this case, staff would recommend supporting the county in acquiring these lands as they become available, and accepting the park fees as provided for in the city land dedication ordinance.

Motion by Commissioner Kocchi to recommend to the Planning Department that the City support Waukesha County in acquiring the Mill Creek Primary Corridor, as the land becomes available. The Commission also recommends accepting the park fees as provided for in the City land dedication ordinance. Seconded by Commissioner Bedwell and carried unanimously.

NEW BUSINESS: None

NEXT MEETING: January 19, 2004

ADJOURNMENT:

Motion by Commissioner Kocchi to adjourn at 9:30 p.m. Seconded by Commissioner Radtke and carried unanimously.

Respectfully submitted by Cheryl Bowers for
Nancy Duff, Secretary
Parks, Recreation and Forestry Commission

ND/cb